



<https://www.futureintern.online/job/alvin-community-college-internship/>

Alvin Community College Internship For Students 2025 In US

Description

The Alvin Community College Internship Program for 2025 provides students with hands-on experience in a professional academic environment. The internship is designed to give students practical exposure to various fields, including administration, education, student services, IT, research, and more, while offering opportunities to develop essential skills in a supportive learning environment. Interns will work under the supervision of experienced professionals, contributing to departmental goals and projects while gaining valuable experience for their career development.

Responsibilities

- Assist in daily operations of assigned department(s), including administrative tasks, project support, and communication.
- Conduct research, compile data, and generate reports to support department activities.
- Participate in meetings, workshops, and training sessions to develop skills and knowledge.
- Provide support for events, programs, or activities organized by the department.
- Collaborate with faculty, staff, and students in a professional, team-oriented environment.
- Contribute ideas and assist in creating content or materials related to the department's functions (e.g., newsletters, presentations, or digital content).
- Attend regular check-ins with assigned supervisor to review progress and receive feedback.
- Uphold the values and standards of Alvin Community College in all interactions with students, staff, and visitors.

Qualifications

- Must be currently enrolled as a full-time student at Alvin Community College or another accredited university.
- Completion of at least one year of coursework relevant to the department/field of the internship.
- GPA of 2.5 or higher (exceptions may apply based on department requirements).
- Must be legally authorized to work in the United States.

Experience

- Previous academic or work experience related to the chosen field of internship is preferred but not mandatory.
- Experience in teamwork, communication, and working in diverse environments is a plus.
- Demonstrated interest in the field related to the internship (e.g., education, IT, administration, business, etc.).

Hiring organization

Alvin Community College Internship

Employment Type

Intern

Duration of employment

6 Months

Industry

Higher Education

Job Location

Austin, Texas, United States,
78746,, Austin,, Texas,, United States

Working Hours

8

Base Salary

10

Date posted

December 10, 2024

Valid through

18.12.2026

Skills

- Strong written and verbal communication skills.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint) and basic digital tools.
- Ability to work independently and collaboratively in a team setting.
- Good organizational and time-management skills.
- Strong attention to detail and problem-solving abilities.
- Ability to adapt to a fast-paced, dynamic work environment.

Job Benefits

- Gain hands-on experience in a professional work environment.
- Opportunity to earn academic credit (if applicable to your program).
- Develop skills that will enhance your resume and future career prospects.
- Mentorship and networking opportunities with faculty, staff, and industry professionals.
- Flexible working hours to accommodate academic schedules.
- Access to Alvin Community College's resources and events.

How To Apply

- Prepare a current resume that highlights your academic achievements, relevant coursework, and any applicable experience.
- Write a cover letter explaining your interest in the internship, the skills you bring, and how this opportunity aligns with your career goals.
- Complete the online application form on the Alvin Community College Internship Portal.
- Submit your application along with your resume and cover letter by the specified.
- Shortlisted candidates will be contacted for an interview.

[Job Vacancies Portal Here:](#)